



Due to COVID-19 Pandemic, the Licking County Planning & Development Department is operating by appointment.

*It is highly encouraged that the majority of business be conducted via email, phone, and internet methods. For questions on how we can best serve you please contact us at **740-670-5200***

Temporary Lot Split Procedure

- **Prior to submittal of a lot split, send your entire packet of information to planreview@lcounty.com to ensure all material will be approvable.**
- After the material is deemed to be acceptable, lot split applications and associated material (see list below) may either be emailed to us at:

planreview@lcounty.com

or mailed to:

Licking County Planning Commission
Attn: Lot Split
20 South 2nd St
Newark, OH 43055

Materials that must be included in a lot split application packet include:

- ✓ Zoning Approval from your Township Zoning Inspector ([if in a zoned township](#))
- ✓ Driveway Approval from the Licking County Engineer's Office (740-670-5280)
- ✓ Licking County Health Department (740-349-6475) or Water/Wastewater Approval
- ✓ Completed [Lot Split Application*](#)
- ✓ Survey and Legal Descriptions
- ✓ Fee of \$100.00 per lot under 20-acres in size (check payable to the "LCPC")**

***Ensure you review the instructions on the form for a complete list of application materials and information that must be on your survey. ***

****A check for the fee must be received via USPS prior to the approved application being emailed back to you.**

After you have received your approved lot split paperwork, you may take it to a title company or lawyer for the deeds to be created.

Prior to recording the deeds, call the Auditor's Office and Recorder's Office to find out what your fees will be. Mail the fee checks (one for the Auditor and one for the Recorder) to the [Licking County Recorder's Office](#). Deeds should then be mailed to the LCPC for an approval stamp and signature (see address above). The LCPC will deliver your deeds directly to the Recorder's Office. The Licking County Recorder's Office will walk the deed(s) through the other offices to complete the recording process.

Licking County Recorder's Office
Attn: Lot Split Deed
20 South 2nd St
Newark, OH 43055

Thank you for your patience during this difficult time. Our office will do everything we can to accommodate your lot split in a timely manner but please allow for up to a week for completion.